

Classification Specification: Safety & Health Inspector

Classification Number: 24431
Effective Date: April 14, 2014

Pay Grade:
Current Exemption Status: Nonexempt

Position Summary

Maintains the BGSU Fire Extinguisher program to ensure campus safety. Maintains, inspects and services the University fire extinguishers. Supports pest control service by applying pesticides on campus grounds.

Essential/Primary Duties

- Conducts monthly inspections on fire extinguishers.
- Performs routine or other required maintenance on fire extinguishers.
- Services, repairs, and performs other work related to fire extinguishers.
- Maintains monthly fire extinguisher reports and inventory management.
- Applies pesticides.
- Directs and assigns daily tasks for student workers.

Experience and Education

Experience

- Six months related experience required

Education

- High school diploma or GED required
- Must have and maintain a valid driver's license and be insurable under the University's insurance

Physical Requirements

Moderate work: occasionally working in difficult position and/or with physical demands such as continuously lifting/moving materials from 25 to 50 pounds and occasionally lifting/moving materials greater than 50 pounds.
Must be able to handle heights.

Working Conditions

Work is performed with exposure to any number of elements which may occasionally require some precautions such as safety glasses, protective clothing, ear protection, etc.
Exposure to pesticides may occur.

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Essential Competencies

- Knowledge of basic mathematical skills
- Knowledge of basic reading skills
- Ability to carry out verbal and/or written instructions
- Ability to effectively communicate, verbally and written
- Detailed-oriented and highly accurate
- Ability to work in changing environment
- Ability to work effectively in a team environment
- Ability to interact effectively with students, faculty and/or staff or the public and represent BGSU appropriately
- Ability to coordinate or lead others in accomplishing work activities
- Knowledge of basic computer skills
- Knowledge of computer skills, such as MS Office, presentations, spreadsheets and/or database entry/query
- Ability to access and maintain document imaging systems including scanning and filing documents
- Ability to operate computers and peripheral equipment such as printers and/or tape and disk drives
- Ability to draft office correspondence
- Ability to perform basic computer programming
- Ability to handle and/or power tools appropriate to the trade
- Ability to operate hand and/or power grounds keeping equipment
- Ability to operate a bar code reader and make and print bar code labels
- Clearly understand safety issues pertaining to the use of pesticides

Supervisory Responsibility

Full-Time

None

Part-Time

None

Providing Direction

Full-Time

None

Part-Time

None

Responsibility for Student Workers

Provides work direction and may select, hire, schedule and provide formal feedback.